

UNIVERSITY OF ILLINOIS ARCHIVES ANNUAL REPORT, June 30, 1999 – July 1, 2000

(With a summary for 1995/96 through 1999/2000)

I. Narrative Summary

Since the mid 1960s, the arrival of midsummer heat and humidity in central Illinois has heralded an annual assessment of the growth and accomplishments of the University of Illinois Archives. Through this summer ritual, the Archives engages in a primary management planning activity, and in the transition following Maynard Brichford's June 1995 retirement, the report is an opportunity for reassessment and redirection. The hiatus in its production since 1995 reflects the challenges in fulfilling Brichford's legacy.

1995-2000 has seen significant accomplishments and action on long-sought goals. Of pre-eminent importance was the planning and completion of Horticulture Field Lab/Archives Research Center remodeling work to provide the first environmentally-controlled storage area capable of housing a substantial portion of the archives. The completion of an agreement to transfer the remaining assets of the Howe Foundation to the University nearly doubled the support for the student life and culture archival program and offers the opportunity for exploring new technologies to make materials available to users. A training program and enhanced staff manual for graduate assistants was instituted. A plan for developing policy for the critical area of electronic records was established, and several projects were launched to increase the electronic accessibility of information records scheduling as well as descriptions of holdings. Amidst all, the Archives provided research access to collections for large numbers of uses by students, faculty, visiting scholars, and campus staff who explored the Archives for assistance in class projects, monographs, videos, electronic publications administrative policy, musical performances, fundraising and publicity, architectural preservation, and personal fulfillment.

These accomplishments confirm the years of effort that preceded them. At the same time, in this very flurry of success, there is evidence that the University Archives is increasingly restricted by conditions that may undermine the very foundation of its past and present successes. The Archives has long worked with serious shortages of resources, especially for staff and space, yet it has been able to grow by securing external support for special initiatives. Although this approach has made the Archives an important contributor to the University's educational and research resources, its effectiveness has been diminished for addressing core archival needs. The continued shortage of staffing limits the Archives' ability to meet client needs in the face of growing use, holdings, complexity of information formats, and access issues. Environmental conditions at the 50 percent of un-renovated space continue to harm some of the records most valued by Archives' researchers.

In the area of institutional documentation, the Archives faces its newest, and perhaps greatest, threat caused by rapid changes in the University's information and administrative environments. The increasingly prevalent electronic information systems require preemptive involvement of the Archivist in the design of systems. At the same time, the university's increasing tendency to decentralize and out-source is removing one of the principal means for establishing archival control in a resource-poor environment—centralized resource and service bureaus. As archivists elsewhere have found, significant quantities of university documentation are disappearing rapidly; witness the loss of data with the closing of the VMD and PROFs systems to say nothing of the unscheduled and unannounced erasures of data and documents from college and departmental systems. Overall, electronic documents are disappearing far more quickly than through the embrittlement of paper that has so worried archivists and historians for many years.

As a unit which has worked with automated systems for 30 years and appraised and scheduled its first electronic records in the late 1970s, the Archives is aware of the centrality of electronic information to the University's administrative function and historic documentation. With the recent proliferation of third and fourth generation small computer systems and the significant increases in telecommunications and network-based operations, a radically new approach is needed—one that will require increased resources for the University and the Archives to meet its core responsibilities. Key needs are for development and promulgation of an electronic records policy, creation of a staffing infrastructure to respond to campus offices anxious to comply with records policies and laws, access to technical support of storage and permanent accessibility of large quantities of electronic information, and development of protocols for the Archives to maintain non-custodial control of electronic information of enduring institutional and research value.

To address these electronic records issues, the Archives needs to devote substantial portions of its existing staff to study the technical and administrative issues, consult with and secure the support of key campus policy officers, and develop responsive policies and procedures. Quite simply, the electronic information environment requires that both archivists and the University stop and take a fresh and comprehensive look at its information system and administrative operations—anything less fails to recognize the fundamental character of the new information age.

Difficulties arise, however, when the conditions of the program's past success are bearing fruit. Thus, each time that the Archives has moved one step forward on electronic records issues, it must often suspend work to respond to current researcher and client needs emerging from paper, photographic, or film collections that the Archives painstakingly acquired, arranged, and described five, ten, twenty, or thirty years ago. The service to such clients is of paramount importance. However, archivists are painfully aware that if they cannot find a way to attend to electronic records issues, even though doing so may require de-emphasizing traditional services, they will not have a role in serving researchers of the future.

The successes of recent years may not immediately suggest the extent of the loss that the Archives and its clients will face in the new information environment. Thus, the accomplishments noted in this report also should be measured in the context of the Archives next major challenge—becoming an active player in the present information environment to ensure that its future users' needs can be met.

A. *Staff.*

The following list illustrates the predominant focus on staff transitions during the 1995-2000 period:

- Retirement of Maynard Brichford, July 1, 1995
- Appointment of William Maher as Interim University Archivist, July 1, 1995 then as University Archivist, October 30, 1997 —.
- Appointment of Elizabeth Cardman as Visiting Assistant University Archivist; half-time, July 1, 1995 - August 20, 1996; full-time, August 21, 1996 - August 20, 1998; and half-time, August 21, 1998 - March 20, 2000.
- Appointment of Joann Jacoby as Visiting Assistant Archivist, half-time, August 10, 1998 -January 11, 1999
- Appointment of Christopher Prom as Visiting Assistant Archivist, half-time, January 1, 1999 - July 20, 2000; as Assistant University Archivist, July 21, 2000 —.

- Appointment of Wanda Finney, Academic Resident, August 21, 1995 - May, 1997

Following the October 1997 resignation of John Straw as Archivist for Student Life and Culture, Ellen Engseth served as Visiting Archivist for Student Life and Culture from November 1997 to July 1998. After a national search, Ellen Swain was appointed Archivist for Student Life and Culture from September 1999 -.

Otherwise, there has been a general continuation of graduate student and undergraduate students at prior levels. Additional one-time graduate assistance was provided by the Library during the Archivist's term as SAA Vice-President/President and to process the Columbia Library School Vertical Files.

B. Space.

TABLE 1: Facilities, Locations, and Holdings

Locations	Sq. ft	Capacity cu. ft.	Processed cu. ft.	Unprocessed cu. ft.	Total cu. ft.	Percent Occupied
Library						
Search Room	1,515	495	450	14	464	94
19-21 & Basement Corridor	5257	5734	5441	583	6024	105
Attic	132	132	104	0	104	79
Bookstacks Basement	360	360	332	28	360	100
Child Development	2048	4026	3536	48	3584	89
Commerce West	850	1152	465	600*	1065	92
Law 68 E	806	1004	733	24	757	75
Research Center (HFL)						
Stacks	13277	11661	7601	549	8150	70
Office & Reference	2500	671	407	550	957	143
Space Assigned to Others:						
Band Building	103	103	105	48	153	149
Law Library	161	161	181	0	181	112
TOTALS:	27,009	25,499	19,355	2,444	21,799	85

Estimates of business archives not included in Section II-A below.

The major facilities development has been the completion of an extended remodeling of the Horticulture Field Lab for archival storage and staff functions, with a potential trebling of its main stack space and addition of environmental controls for a substantial storage area. The renovations also included fire detection, elevator, and ADA improvements, and the creation of the Stewart S. Howe Memorial Room which allows us to host group board meetings especially related to Library Friends, Alumni Association, and student and Greek organizations.

All holdings were removed from the Library 1B cage to make room for a Library computer server room and the Education Library.

To provide room for a major expansion and reorganization of the filing cabinets holding the Alumni News Morgue biography files, several units of records shelving and their contents were moved from Room 21 to the Archives Research Center and several surplus 5-drawer filing cabinets were added to Room 21. The important architectural drawings of George P. Stauduhar were moved from vertical files in the Library Bookstacks Attic to flat map cases in environmentally-controlled space at the Archives Research Center.

While the 1996/97 completion of the Horticulture Field Lab renovation has provided environmental controls, and modest expansion space, the Archives still faces significant space and facilities challenges. Even if shelving were currently available for all storage space at the Archives Research Center, (a project estimated at over \$55,000), all of the growth room would be exhausted if we were to shift all remotely-stored collections from the welter of substandard attics and basements, assigned to the Archives in the 1970s and 1980s. This would then put us back in the crisis position of not being able to accept transfers of office records and acquisitions of faculty and alumni papers.

C. Equipment.

With funds from the Howe Endowment, oak furniture was refinished as part of the Horticulture Field Lab remodelling to create a conference and meeting room. Library funds supported a fax machine, map cases, bookcase shelving, and Alpha Tau Omega provided funds for a fax machine and map cases at the Horticulture Field Lab site.

In the 1995-2000 period, the University Archives benefitted from a general change in the Library's approach to computer equipment. Rather than each unit needing to secure funds for computers and printers, these have been provided centrally from the Library Systems Office, a most welcome change given the accelerating cycle of forced-obsolescence of modern computer hardware and software. Through library and external funds, an additional 30 drawers of oversize map cases were acquired. Several dehumidifiers and room air-conditioners were added to the Archives Research Center storage and staff rooms.

II. Holdings and Processing.

TABLE 2: Holdings by overall category
On June 30, 2000 the University Archives contained:

	Type of Material	No. of Series	Cubic Feet
University Archives	Processed		
	Office Records	1,461	10,655.3
	Personal Papers	1,165	5,121.1
	Publications	2,419	1,566.1
	Subtotal	5,045	17,342.5
	Unprocessed		
	Estimate for # of series	158	1,786.1
Total		5,203	19,128.6
American Library Association Archives	Processed		
	Office Records	727	1,898.9
	Personal Papers	134	242.9
	Publications	404	248.7
	Subtotal	1,265	2,390.5
	Unprocessed		
		Estimate for # of series	50
Total		1,315	2,513.5
GRAND TOTAL		6,468	21,642.1

- A. *A detailed report on holdings by office of origin and record type can be found in Tables 10 and 11 attached.*

The most significant development in holdings for 1995-2000 has been the unfortunate growth in the amount of unprocessed material. This development is the result of several factors including: greater ability to accept accessions now that storage space has eased; insufficient supervisory controls of processing staff, especially with the shortages and transitions in the permanent staff; poor performance by a few graduate assistants; growing volume of recent records; and decreased organization of office records during their creation and active use.

- B. *Significant Accessions are detailed in Tables 12 and 13 attached.*

III. Program Activities.

A. Completed the processing of the papers of Allen Weller (Fine Arts), Ingvar Schousboe (Architecture), John Bardeen (Physics), Daniel Alpert (Physics), Wolfgang Poppelbaum (Computer Science), Demitri Shimkin (Anthropology), Natalie Alpert (Landscape Architecture), Walter Creese (Landscape Architecture), Lachlan F. Blair (Urban and Regional Planning), Carol Kyle (English), S. Watson Dunn (Advertising), Charles H. Sandage (Advertising), and James B. Reston (Alumni). Significant time was devoted to the processing, negotiation of deed, and public announcement of the James B. Reston Papers, a major collection on American political and foreign affairs for the second half of the twentieth century. Several smaller collections have been added as research resources, such as the Watson F. Lewis Papers, providing eye-witness accounts of the Russian Revolution in

Vladivostock and Japanese occupation of Harbin, Manchuria, and the Richard E. Kent Papers, a member of the Sousa Band.

B. Publications.

With staff and space divided between two major locations, the backlog of unprocessed university publications has grown even at a time when several campus units have abandoned print newsletters in favor of the Internet. The Archives has been active in asking such departments to accumulate record sets of their issuances.

C. Finding Aids.

Storage of record copies of the electronic version of finding aids was moved from floppy diskettes to the Library's fileserver, allowing systematic backup and multiple site access for updating and quick key word searching. Continued conversion of typewritten finding aids to the word-processor and migration of the files from earlier versions of WordPerfect to WordPerfect for Windows allow electronic storage and use of over 15,527 pages of finding aids. Selective conversion of word-processed finding aids to HTML has allowed presentation of collection descriptions on the Internet.

D. Automation.

A team of outside consultants, overseen by the campus AISS office, unsuccessfully attempted a conversion of our mainframe-based PARADIGM system to a microcomputer database in MS Access. Archives staff successfully converted the accession database from PARADOX to Access, available at all our staff workstations, and developed a new database for the content of control cards, first in WordPerfect and later converted to Access.

The general advances in networked connections, building wiring, CPU speed, hard disk sizes, and printers have enabled the Archives to utilize electronic tools for larger portions of our operations. E-mail is now central to internal staff communication, routing of reference inquiries, and external communication. With Library Systems Office support, the 1995-2000 period saw the Archives move from several non-networked 286 and 386 PCs to 9 Pentium networked workstations.

Probably the single most evident and beneficial development over this period has been the great expansion of our use of the Internet, moving beyond the Gopher sites and initial homepage of 1994/95 to a large and complex set of webpages containing summary special subject lists of holdings, listings of most of our association archives, often at the box and folder level, and instructional guidelines on records practices for campus offices. Table 9 records statistics on Internet usage.

Particularly noteworthy are the American Library Association and University Archives control card databases. Originally developed as a set WordPerfect mailmerge files managed by nested macros, these were converted to MS Access databases, and with Systems Office assistance made viewable and searchable via the Internet. Thus, for the first time, there is remote on-line access to the over 6,000 comprehensive summary descriptions of the Archives-holdings. With the flexibility we now have for manipulation through the database, we can facilitate error correction and streamline workflow. The contributions of graduate assistants Andrew Nolan and Joan Koliass to this work were invaluable.

IV. Program Areas.

A. Student Life and Culture Archives (SLCA).

The 1995 closing of the Stewart S. Howe Foundation and the foresight of its President Carlyle Anderson lead to the transfer of the remaining Howe Foundation assets to the University. The resultant near-doubling of the endowment for our Student Life and Culture Archives Program has provided long-term growth and security for the program, and it has enabled us to hire staff to develop better tools for access to student life collections. At the same time, the 1997 departure of Student Life Archivists John Straw, who developed the program, was a major setback leading to an extended period of interim or no staffing during which collecting and program momentum was diminished. Nevertheless, Visiting SLCA Archivist Ellen Engseth and the new SLCA Archivist Ellen Swain have been able to maintain key projects such as processing and website development for the Alpha Tau Omega Archives, and publications indexing for ATO.

A key function of the SLCA program is to develop strong relations with the many local and national organizations active in student and Greek affairs, and we concluded negotiations to manage the Archives of Sigma Alpha Iota, National Panhellenic Conference, and the College Fraternity Editors Association, and began negotiations with the Association of College Honor Societies.

In addition to a steady stream of University of Illinois student affairs administrative files and local student organization files, archives staff processed SAI and CFEA initial transfers, and web pages were developed. A web page was also developed for the Agricultural Communicators of Tomorrow Archives.

A plaque honoring Stewart Howe, as well as the collection's relationship to William R. Baird, Thomas Arkle Clark, and Fred H. Turner was designed and installed in the Howe Memorial Room. SLCA outreach and public programs included sessions for the Alumni Association's national board, the campus Panhellenic Council, Chancellor's Committee to Support Homecoming, the Society for the Preservation of Greek Housing, Champaign Kiwanis Club, Urbana Rotary, Friends of the Library, Champaign County Historical Society, Champaign County Genealogical Society, YMCA "Know Your University" program, Library Residents, Fraternity Executives Association/CFEA joint meeting, and Kappa Sigma Leadership Conference. SLCA brochures were distributed at the SAI 2000 annual conference, and an article promoting the archives was written for the CFEA's publication. With the funds from alumnus Richard N. Jones ('28) and the Howe Foundation, the SLCA produced a brochure, "Do You Remember," for distribution to alumni in solicitation of collections and promotion of our resources.

The Society for the Preservation of Greek Housing Fraternity (SPGH) Chapter history project was initiated in May 2000 with funding from SPGH. A graduate research assistant has begun to write UI chapter histories of all fraternities and sororities for deposit in the Archives.

B. Agricultural Records.

The Archives added to its holdings of the Harold Armstrong Farm and the Hass Family Farm of Woodford County and acquired copies of farm diaries for the Edgar County farm of Russell Fenwick. Major additions were received and processed for the National Association of Farm Broadcasters (NAFB) Archives and the Dixon Harper Papers. Additions were also received for the C. F. Marley Agricultural Photographic collection. The Archives reached an agreement to manage the archives of the National Association of Colleges and Teachers of Agriculture and those of the Farm Foundation.

C. *Sports Archives.*

With limited post-season play for Illinois' major revenue teams, the Division of Intercollegiate Athletics has been unable to make progress on funding of a new position of Sports Archivist, although mutual interest remains high. In 1995/96, use of the Avery Brundage Collection was particularly high as scholars, students, and the media sought information on the centennial of the Olympics and the 60th anniversary of the Berlin Olympics. University Archives documents were used in a major exhibit in Berlin and are still appearing in a U.S. Holocaust Museum touring exhibit on the "Nazi Olympics."

D. *Sousa Archives for Band Research.*

In the time since the 1994 transfer of the Sousa Collection and Archivist to the Library, we have achieved only limited success in clarifying the lines of authority for the related artifact and musical instrument collections as well as ownership and control of the space in which the archival and library materials are held. With the addition of a few collections of only modest size, the Sousa Archives has so totally exhausted available space that the continued viability of the collecting program is at risk. Furthermore, lack of clarity about its control of the space, especially in regard to availability of keys and scheduling of space by others, impedes control of the collection and rational planning of work functions.

Although the Sousa Archives still faces major challenges in a lack of staffing and space and an ambiguous mandate, much progress has been made, and the 1999/2000 addition of a Sousa Archives graduate assistant makes it possible to continue developments. Sousa Archivist Phyllis Danner wrote a successful grant proposal to the National Endowment for the Humanities, and directed the \$240,858 two-year preservation microfilming project which reformatted the manuscript music in the Sousa Band performance collection and the Herbert L. Clarke collection. In addition to the 117 microfilm reels, 389 related photographs, correspondence, and concert programs were preserved. The project fulfilled a major long-range goal and significantly improved national access to the research materials.

E. *Other Special Projects.*

With funding from the University Librarian, the Archives processed a 118 cubic foot accession of the Vertical File from the now defunct Columbian University Library School which provides a wealth of photographs, print ephemera, and manuscript notes on libraries, and library issues from around the world. The finding aid and an online exhibit can be found at: www.Library.Uiuc.Edu/ahx/ala/new/exhibits/clvf/clvf.htm.

Internal funding competitions within the Library have enabled several small projects including, reprocessing of pioneer cultural anthropologist Julian Steward's papers, processing of papers of English Professor and poet Carol Kyle, preservation copying of pre-1910 volumes of the *Illio* and Board of Trustees *Proceedings* and conservation of Nathan C. Ricker student architectural drawings, and conversion of finding aids for four personal paper collections into Encoded Archival Description format. Funding from the college of Communications supported the processing of the papers of pioneer advertising educator Charles E. Sandage.

F. *Organizational Archives.*

Since the early 1970s, the Archives has developed a major strength in management of the archives of national, professional, educational, and service organizations. The more than 40 association archives provide source material for studies of higher education, librarianship, legal education, agriculture, advertising, and industrial management. Most of the larger of

these association archives are supported by contractual funds from the organizations. New funding and deposit agreements were reached with the American Society for Legal History, Illinois Association of Collegiate Registrars and Admissions Officers, National Association of Colleges and Teachers of Agriculture, National Association of State Universities and Land-Grant Colleges, and the NAFB. Negotiations are in process for other organizations.

1. *American Library Association Archives.* The American Library Association continued to receive significant accessions of material, and much emphasis was placed on processing, bibliographic control, and reference. The volume of processed records is 2,391 cubic feet; that of unprocessed records stands at 123 cubic feet. Usage for the period of August 1 1999 to July 30 2000 was 414, an increase from 333 in 1994/95. The number of transactions on the ALA website was 258,583. During 1998, the ALA control card system was converted to a SQL Server database and was mounted on the web (www.library.uiuc.edu/ahx/ala), resulting in a steadily increasing number of e-mail and other off-site reference requests. Financial support by the ALA has funded two quarter time graduate assistants, and a proposal was submitted in early 1999 outlining increased funding options. The proposal is currently being studied by an ALA task force, and it is hoped that for the 2001-02 academic year a half-time archivist may be hired in addition to graduate assistants.

2. *American Association of Law Libraries* holdings now include 181 record series equalling 200 cubic feet. Exhibits at AALL annual meetings dealt with topics including AALL and ALA relations, ethics committee, regional chapters, and the [Index to Legal Periodicals](#).

3. *The Association of American Law Schools* and the Archives negotiated a set of user regulations and classification of AALS archives holdings based on their availability to users, and we developed procedures for users to request access to restricted series. Finding aids were refined to list materials at a more detailed level to support AALS's need to establish evidential control over its records. AALS Archives website usage totaled 9,250.

4. *American Society for Quality* (ASQ) Archives' holdings increased by over 30 cubic feet, and now encompass a total of 103 cubic feet. Active annual solicitation of ASQ sections increased awareness of the archives, and was responsible for many of the new accessions. Along with the increase in size, the development and recent redesign of the ASQ Archives home page has increased the holdings' availability to the public. The home page includes information on the history of ASQ and the archives' collection as well as links to 75 percent of the finding aids. With 6,759 "hits" during 1999/2000, the page is providing value to the public, especially by facilitating access to the records, which are used by ASQ members, national and international scholars, as well as students interested in researching the history of quality control organizations and the 54 year history of ASQ.

5. *Advertising Council Archives* have grown substantially, especially in the core Historical File maintained by the New York Office. Now totalling 46 cubic feet, this 5,655 file series contains the best comprehensive record of advertising copy of the Ad Council's 58 year history. By donation of duplicates from this series to Duke University's Sales, Advertising, and Marketing History Collection we have helped expand national access to the history of public service advertising, especially for active instructional use through Duke's program. Simultaneously, use of the Ad Council has grown including for international scholars on advertising, youth culture, graphic arts, and public service programs. 1999/2000 Ad Council archives web usage equalled 9,010.

6. *Third Armored Division Association* Archives noted the passing of long-time supporter Andrew Barr through a major on-campus exhibit. Significant additions to the

Third Armored Division Association Archives included the personal Papers of Col. Andrew Barr. Exhibits were prepared for reunions, in Phoenix, Louisville, and Columbus, and a presentation on the scope and purpose of the archives was made at the Columbus meeting. A promotional brochure soliciting additions to the collection was prepared and distributed to all veterans attending the reunion. The finding aid for the division's papers was converted to EAD format and mounted on the web. Web usage totalled 8,477. Reference requests range from 1-3 per week, and work on the collection is supported by an endowment from Andrew Barr along with generous support of Spearheaders including Haynes Dugan.

V. Records Management.

The Archives' basic records management responsibilities are to evaluate all university information systems to determine what shall be destroyed and what shall be transferred to the Archives, and to improve the quality of university records by advising offices concerning standards, procedures and techniques required for the efficient creation, use and destruction of records. The *Campus Administrative Manual* includes sections on records disposal procedures and the Archives' Microfilm Advisory Service.

During the past year, archivists completed work on 10 records disposal schedules. Twenty-eight active series with an annual accumulation of 9.0 cubic feet and three inactive series with a volume of 15 cubic feet were approved for destruction. Ten series with an annual accumulation of 3.9 cubic feet were scheduled for transfer to the Archives. Schedules were completed for the Office of Research (College of Agriculture), College of Education Business Office, Institute of Communications Research, Library Dean's Office, Board of Trustees, College of Fine and Applied Arts, Office of Solid Waste Research, Council for Research in Music Education, Russian and East European Center, and the European Union Center. Records scheduled include the College of Agriculture Federal Grants File, the Civil Service Personnel File for the College of Education, Subject File of the Institute of Communications Research, Board of Trustees Agenda Items, and the Subject Files for the Russian and East European Center and the Council for Research in Music Education.

The 247 records disposal authorizations developed by the staff since 1970 cover the routine destruction of 1,014 active series accumulating at a rate of 3278 cubic feet a year, and the archival transfer of 195 series with an annual accumulation of 146.4 cubic feet. Based on office space costs estimated at \$13 per square foot annually, the Archives' records retention schedules save the university no less than \$42,613 each year in storage space. Nevertheless, the campus would benefit from access to a records center for the short-term retention of noncurrent records and from the coordination of microfilm and document imaging services to rationalize and expedite applications of information processing technologies.

The Archives faces the continuing challenge of educating university staff in the preparation of records disposal schedules. Normal turnover means that new personnel often are unaware of state laws and university policy governing the use and disposal of information, existing schedules, and the potential long-term value of records. In the period covered by this report, the Archives *Model Records Disposal Authorization*, last issued in 1984, was totally revised, a substantial new section on scheduling for electronic records was added, and the publication was reissued as *University Archives Records Scheduling Handbook*. The Archives website has been utilized to include online copies of the *Handbook* (www.library.uiuc.edu/ahx/resched.htm). Although this Internet-based tool has improved the distribution of basic records scheduling information, the Archives would still like to develop an online system to allow offices to create draft disposition requests and support the automated generation of records schedules. Effective implementation of such a system would require significant web design work as well as new support staffing to process the web-submitted records disposition requests.

Records management work is most visible in the appraisal and scheduling of paper-based files, often at the time an office is moved or closed. In the past five years, the rapid growth of electronic information systems at all levels of the university has increased access to growing quantities of information in offices, but the development of suitable guidelines based on a survey of electronic records systems needs to be a priority for the records management program. Ultimately this need can only be met by the appointment of a full time electronic records manager. To meet short term needs, in 2000 the University Archives prepared a set of guidelines (www.library.uiuc.edu/ahx/digimage.htm) to assist campus offices which are implementing digital imaging, electronic filing, and document retrieval systems.

VI. Use

A. Overall Statistical Summary

TABLE 3. Quarterly Use by User Category

USERS	JULY-SEP.	OCT.-DEC.	JAN.-MAR.	APR.-JUNE	TOTAL
Public & Alumni	433	418	510	525	1886
Administration	212	136	164	224	736
Faculty/Research Assistant	166	148	146	114	574
Graduate Students	94	212	110	126	542
Other University-Faculty	132	88	135	174	529
Undergraduates	59	131	213	75	478
Other University-Student	88	65	77	90	320
TOTAL	1184	1198	1355	1328	5065

TABLE 4. Quarterly Use by Purpose

PURPOSE	JULY-SEP.	OCT.-DEC.	JAN.-MAR.	APR.-JUNE	TOTAL
Historical Research	525	384	481	585	1975
Personal	182	238	333	280	1033
Administrative	286	210	263	260	1019
Seminar/Course Paper	37	201	121	95	454
Dissertation/Thesis	93	100	75	64	332
Classroom	61	65	82	44	252
TOTAL	1184	1198	1355	1328	5065

TABLE 5. Percentages and (Numbers) of Uses for the Past Five Years.

USERS	1995-96	1996-97	1997-98	1998-99	1999-2000
Public & Alumni	22% (1537)	30% (1671)	30% (1533)	33% (1779)	37% (1886)
Administration	12 (821)	16 (941)	16 (791)	13 (684)	15 (736)
Faculty/Research Assistant	15 (1045)	15 (873)	13 (637)	14 (755)	12 (574)
Other University-Faculty*	15 (904)	15 (791)	13 (788)	9 (513)	10 (529)
Graduate Students	18 (1289)	11 (682)	95 (465)	13 (679)	11 (542)
Undergraduates	20 (1381)	15 (908)	16 (836)	12 (625)	9 (478)
Other University-Students*				6 (304)	6 (320)
Total:	(6980)	(5956)	(5050)	(5339)	(5065)

**Data before 1998-99 for Other University include both faculty and students.*

TABLE 6 Percentages and (Numbers) of Purposes of Use for the Past Five Years.

PURPOSES	1995-96	1996-97	1997-98	1998-99	1999-2000
Historical Research	30% (2157)	37% (2205)	38% (1892)	39% (2079)	39% (1975)
Personal	20 (1473)	23 (1326)	21 (1130)	20 (1066)	20 (1033)
Administrative	19 (1215)	19 (1148)	19 (952)	18 (976)	20 (1019)
Seminar/Course Paper	13 (875)	10 (603)	8 (417)	8 (453)	9 (454)
Dissertation/Thesis	10 (682)	6 (361)	8 (356)	6 (307)	7 (332)
Classroom	8 (578)	5 (313)	6 (303)	9 (458)	5 (252)
Total:	(6980)	(5956)	(5050)	(5339)	(5065)

TABLE 7. Records used during 1999/2000.

RECORD GROUP	OFFICE RECORDS	PAPERS	PUBLICATIONS
0 - General		1	4
1 - Board of Trustees	25	4	88
2 - President's Office	177	12	43
3 - Council of Administration	15		
4 - Senate	4	1	3
6 - Business and Finance	7	1	2
7 - Graduate College	26		15
8 - Agriculture (ACES)	25	17	12
9. Commerce & Business Administration	1	9	
10 - Education	18	15	3
11 - Engineering	40	9	16
12 - Fine & Applied Arts	21	365	12
13 - Communications	130	1	
14 - Law	4		
15 - Liberal Arts & Sciences	28	91	8
16 - Applied Life Studies	3	8	3
18 - Library & Information Science	8	12	2
24 - Chancellor	1		5
25 - Admissions & Records	27	1	75
26 - Alumni Association	283	127	85
27 - Military Science	2		
28 - Athletic Association	13		29
30 - Dad's & Mother's Associations	2		2
31 - Continuing Educ. & Publ. Services			1

TABLE 7 (continued).

RECORD GROUP	OFFICE RECORDS	PAPERS	PUBLICATIONS
32 - Foundation	1		
33 - Health Service			1
35 - Library	25	19	5
37 - Physical Plant	39	1	22
38 - Press			91
39 - Public Affairs	367		5
41 - Student Affairs	155	20	236
43 - Natural History Survey	3		
48 - Faculty Organizations	1		2
52 - College of Medicine		4	
60 - Chicago Undergrad/Grad Campus		4	
TOTAL	1482	799	1019

In addition to the above records, reference books were used 328 times, the University Archives Reference File was used 691 times and 686 general inquiries were made. There were 414 references regarding the American Library Association Archives.

TABLE 8A. Medium of Reference Inquiry.
Total Cards/Inquiries = 2,614

	1999-2000	Percent
E-mail	421	16
Telephone	563	21
Letter/Fax	130	6
On-site	1500	57
Total:	2,614	

TABLE 8B. Time in Provision of Reference Service.
Total Cards/Inquiries = 2,614

	1999-2000	Percent
Less than 15 min.	1233	47
15-30 min.	671	26
30-60 min.	333	13
60+ min.	377	14
	2614	

B. Reference and Research Use Summary

Legal and policy issues relating to access restrictions and copyright are increasingly important in archival work so that more time has to be spent in explaining and negotiating these matters with users. However, we are gratified to see a continued strong level of use. The period of 1995 to 2000 witnessed some of the highest use ever for the University Archives as well as the usual year-to-year cycles reflecting changing class assignments and research trends (See Tables 5 and 6).

Any summary of topics cannot do justice to the scope and depth of research conducted, but the following provides a good indication of the variety of use of the University Archives. Topics of research included: 1824 accounting practices, 1867-70 controversies over the university's curriculum, 1880-1930 bank accounting practices, 1925 athletics research laboratory, 1936 Berlin Olympics, 1940s site of toxic chemical research in Chicago, 1950s student life for an autobiography, 1976 Food for Century Three proposal, 3rd Armored Division in Cologne, accountancy education, alcohol and rush, Altgeld Hall centennial, anthropology in the Cold War, anti-drunk driving advertising campaigns, archaeological digs in Morgantina, architecture of the Ceramics building, Foreign Language Building, Engineering Hall, University Hall, and of Rock Island houses, Asian students at the UIUC, Avery Brundage, biochemistry, Biological Computer Laboratory, Black student associations, Bryn Mawr scientists in the 1920s, Charles Osgood's language-culture studies, Chief Illiniwek, Chicago Undergraduate Division, class memorials, corn and maize genetics, Cyril G. Hopkins, dairy industry regulations, economics education, Joseph Tykociner's research of sound-on-film for use in a web page, fraternities and student discipline, fraternity rituals, General Assembly scholarships, Guthrie Theatre, hazing, history of the transistor, Hobo parade, Illiac I-IV and computing at Illinois, Jews and the entertainment industry, John Bardeen and radical scientists, Julian Steward's research on western valley Paiute Indians, Long-Bell Lumber Company, Lorado Taft's sculpture, Los Alamos Lab research, Manhattan Project, midwestern Catholic church architecture, minority student programs, National Association of Farm Broadcasters, Olympics and amateur athletics, ORDVAC computer, PLATO programs and hardware, progressive education, Project 500, Psychology Department anniversary, public safety advertising campaigns, retrenchment committee, Soviet Interview

Project, bureaucratization of natural history surveys, Trelease Woods, Trustee's 1894 decision to build along the Boneyard, University's first carpenter and landscape planner, Volunteer Illini Projects, WILL's establishment, World War II veterans, World War II entertainment of troops, and zoology.

The Archives's biographical and photographic resources continued to attract several campus fund-raising/development officers to support publications, photographic, video productions as well as personal appeals for support. Documents were researched and then loaned for an exhibit at Oberlin College on the King-Crane Commission, and for a major exhibit in Berlin and the U.S. on the 1936 Olympics. A strong component of research use remained biographical and family history research on alumni and former faculty including: John Bardeen, Stephen Forbes and the Natural History Survey, W. McNeil Lowry, George A. Miller, Samson Raphaelson, James G. Randall, General Maurice Rose, James B. Reston, and Wilbur Schramm and the pioneering 1948/49 educational television conferences.

C. Internet Usage

With the establishment of several internet web pages to display administrative information about the archives, records management policies as well as descriptions of the Archives holdings, the University Archives' resources can be used by campus and off-campus clients without the in-person, telephone, mail, or e-mail contact as reflected in Tables 3-8 above. The following table shows the numbers of "hits" or "visitors" recorded for the several "pages" of information on collections and services.

TABLE 9 Use of Archives Internet Web Pages, 1999-2000

Category of Web Page	Number of Hits
University Archives Control Card Database (May 2000 and later only)	14,052
Advertising Council Archives	9,010
Alpha Tau Omega National Fraternity	14,144
American Library Associations Control Card Database	258,583
American Society for Quality	6,759
EAD Finding Aids	652
Association of American Law Schools	9,250
3rd Armored Division Association Archives	8,477
Student Life and Culture Archives	5,222
Main Page, Administrative Information, and Other Subject Areas	326,149.00
TOTAL WEB USAGE	379,114

C. *Publicity and Outreach.*

Beyond the extensive outreach efforts through our website, the Archives maintains an active exhibit program. While we have reduced emphasis on the Room 19 corridor exhibits, no longer changing them on a monthly basis, we have increased content and frequency of rotation of the Library basement corridor wall exhibits and continued regular exhibits at the Archives Research Center lobby. Exhibits for special campus events have been increasingly important including the 1995 Library Treasures exhibit at Krannert Art Museum, annual exhibits for Homecoming and alumni weekends, Kappa Sigma National Fraternity annual meeting, and many Library main corridor exhibits for commencement, Cyberfest/History of Computing, homecoming, Julian Steward 50th anniversary, James B. Reston Papers opening, international library developments, and 100 years of Olympic history.

The archivist was a guest for extended radio programs on WGN and WILL and for a shorter segment on upstate New York public radio as well as for spots on University history and media obsolescence on local television stations. The archivist spoke to the Campus YMCA "Know Your University" series on the Reston Papers.

VII. Archival Program.

A. Archival Education.

Following the retirement of Maynard Brichford, William Maher assumed teaching responsibilities for Library and Information Science 438 - "The Administration and Use of Archival Materials" for 1995-1996 and 1998. In 1997 Assistant Archivist Elizabeth Cardman taught the course. Meanwhile, Maynard Brichford continued teaching LIS 433, "The History and Theory of Archives." Because of the continuing heavy demands of the course and archival responsibilities, the Archives relinquished teaching the basic class (LIS 438) in 1999, and the Graduate School of Library and Information Science did not schedule the History and Theory course in Spring 2000. The lack of full-time GSLIS faculty for archival courses appears not just a disservice to the state and students needing training in modern records and electronic information, but also has proven a serious impediment to the Archives' recruitment of graduate student staff as well as for community projects requiring a knowledge of archival basics. National trends in archival education suggest strongly that the University of Illinois will need a full-time archival educator if it is to remain competitive.

B. Professional Activities.

University Archivist William Maher presented papers at the meetings of: Midwest Archivist Conference (Fall 1997, Spring 1998, Fall 1998, and Fall 1999); American Historical Association (1999); Society of American Archivists (1996, 1997, 1998, and 1999); and Michigan Archival Association (1999). He served as SAA Vice-president (1996-97) and President (1997-98). He served on SAA Committees on the Selection of Fellows, Continuing Education and Professional Development, and the Task Force on Organizational Effectiveness. Articles were published in the *American Archivist* and *AHA Perspectives*. In addition to being a member of the UIUC Senate, the Archivist served as Secretary of the Library Executive Committee and Chair of the Newspaper Policy Committee. The Archivist served as a consultant on archival program initiation, redirection, and development for Smithsonian Institution Archives, Harvard University, Eden Theological Seminary, and three academically-based repositories in Fulton, Missouri.

Assistant Archivist Elizabeth Cardman completed her doctorate in Library and Information Science with a dissertation on personal perspectives on the lives of the first graduates of the University of Illinois Library School. Assistant Archivist Christopher Prom is nearing completion of a doctorate in history. Sousa Archivist Phyllis Danner presented papers to the Midwest Archives Conference, Sonneck Society, and regional alumni groups, Edlerhostil, Rotary, and Music Library Association. Archivist for Student Life and Culture John Straw served on the SAA's Membership Committee, and Ellen Swain served on the MAC Program Committee.

VIII. Goals and Plans for Coming Year

1. Develop long-range archival program goals and objectives in concert with the Illinois State Records Advisory Board's 2000 Strategic Plan.
2. Secure documentary record of the University of Illinois now being created in electronic systems and develop appropriate role for the Archives in the University's implementation of an Electronic Resources Planning management system.
3. Develop or coordinate the development of an integrated database to fulfill functions of current Paradigm mainframe systems together with local descriptive and administrative databases.
4. Promote and facilitate increased internal and external access to information about research holdings.
5. Utilize new technology to make the contents of the archives' finding aids readily available to off-site users in formats consistent with national archival standards.
6. Improve the infrastructure for collections management and user services at the Archives Research Center in the Horticulture Field Laboratory.
7. Collaborate with the Division of Intercollegiate Athletics to secure support for collection preservation and use of videos and other athletics historical records. Develop collaborative relations with other campus cultural repositories.
8. Develop a facilities and staffing plan to resolve long-standing administrative barriers to the development of the Sousa Archives for Band Research.
9. Improve the quality and quantity of collection storage and user service space for the University Archives.
10. Expand external support for professional organization archives.
11. Increase the linkages between the Student Life and Culture archival program and its user and donor constituencies.

We welcome the opportunity to thank the University Library, Graduate School of Library and Information Science, College of Communications, Vice-Chancellors for Academic and Administrative Affairs, Office of Facilities Planning and Management, Advertising Council, Alpha Tau Omega Fraternity, American Society for Cybernetics, American Society for Quality, American Library Association, American Association of Law Libraries, Association of American Law Schools, National Association of State Universities and Land-Grant Colleges, National Association of Farm Broadcasters, Society for the Preservation of Greek

Housing, Stewart Howe Foundation, Third Armored Division Association and donors, and the Library Friends for their financial support of our work as well as individual and family donors including: Carlyle Anderson, Estate of Andrew Barr, Haynes Dugan, Lloyd Farrar, Roslyn Rensch, Sally Fulton Reston and Reston Family.

William J. Maher
University Archivist
19

University Archives Annual Report, 1999-2000

Table 10: University Archives Holdings By Record Group

Record Group	Office Records		Papers		Publications		Total Processed	
	record series	cubic feet	record series	cubic feet	record series	cubic feet	record series	cubic feet
00 GENERAL	2	0.6	0	0.0	16	18.2	18	18.8
01 TRUSTEES	26	225.6	15	26.3	7	26.4	48	278.3
02 PRESIDENT	104	1328.2	29	124.8	43	21.0	176	1474.0
03 COUNCIL	3	19.0	0	0.0	0	0.0	3	19.0
04 SENATE	44	160.9	0	0.0	47	12.3	91	173.2
05 ACADEMIC DEVELOPMENT	23	212.5	5	21.2	18	10.4	46	244.1
06 BUSINESS & FINANCE	37	395.0	3	3.1	26	19.1	66	417.2
07 GRADUATE	38	307.2	8	11.9	59	68.6	105	387.7
08 AGRICULTURE, CONSUMER & E	121	878.4	116	295.7	367	231.4	604	1405.5
09 COMMERCE	13	38.9	51	321.0	97	42.2	161	402.1
10 EDUCATION	44	297.6	33	130.8	104	49.4	181	477.8
11 ENGINEERING	107	273.5	91	428.0	203	153.2	401	854.7
12 FINE ARTS	53	208.4	51	246.0	103	49.3	207	503.7
13 COMMUNICATION	54	263.5	14	101.4	47	44.6	115	409.5
14 LAW	36	212.4	22	57.3	39	45.3	97	315.0
15 LIB ARTS & SCIENCES	125	529.2	221	1509.1	248	98.0	594	2136.3
16 APPLIED LIFE STUDIES	10	19.4	13	31.1	45	7.9	68	58.4
17 VETERINARY MEDICINE	3	22.2	1	0.3	25	5.1	29	27.6
18 LIBERAL ARTS AND SCIENCES	42	328.2	14	55.9	42	18.1	98	402.2
19 SOCIAL WORK, SCHOOL OF	1	6.3	2	37.0	4	0.4	7	43.7
20 AVIATION, INSTITUTE OF	3	10.2	2	1.7	15	3.0	20	14.9
21 GOVERNMENT & PUBLIC AFFAIRS	3	21.6	1	41.0	15	4.0	19	66.6
22 LABOR & INDUSTRIAL RELATIONS	4	32.2	8	27.6	19	8.0	31	67.8

Table 10: University Archives Holdings By Record Group

Record Group	Office Records		Papers		Publications		Total Processed	
	record series	cubic feet	record series	cubic feet	record series	cubic feet	record series	cubic feet
23 ENVIRONMENTAL STUDIES	0	0.0	0	0.0	12	5.4	12	5.4
24 CHANCELLOR	47	507.7	1	1.0	45	17.2	93	525.9
25 ADMISSIONS & RECORDS	29	757.7	1	2.3	48	25.3	78	785.3
26 ALUMNI ASSOCIATION	29	390.2	143	1114.7	27	10.8	199	1515.7
27 ARMED FORCES	10	4.9	2	1.4	12	1.7	24	8.0
28 ATHLETICS, DIVISION OF INT	16	124.9	6	10.1	36	41.4	58	176.4
29 CIVIL SERVICE	0	0.0	0	0.0	6	1.3	6	1.3
30 DADS & MOTHERS	5	13.9	0	0.0	8	3.2	13	17.1
31 CONTINUING EDUCATION & PUB	5	3.3	5	9.9	70	19.1	80	32.3
32 FOUNDATION	11	39.2	1	2.4	15	4.2	27	45.8
33 HEALTH SERVICE	3	2.4	1	0.4	9	2.8	13	5.6
34 LEGAL COUNSEL	3	91.0	0	0.0	0	0.0	3	91.0
35 LIBRARY	90	313.3	42	107.0	42	34.4	174	454.7
36 PERSONNEL SERVICES	1	8.0	0	0.0	20	3.4	21	11.4
37 PHYSICAL PLANT	29	230.8	1	5.0	44	12.6	74	248.4
38 PRESS	2	1.3	2	12.9	13	121.6	17	135.8
39 PUBLIC INFORMATION	22	211.9	6	71.1	16	8.9	44	291.9
40 RETIREMENT SYSTEMS	0	0.0	0	0.0	12	1.8	12	1.8
41 STUDENT AFFAIRS	218	2056.5	223	264.4	171	196.8	612	2517.7
43 NATURAL HISTORY	16	54.6	8	10.2	18	7.1	42	71.9
44 GEOLOGICAL SURVEY	1	3.6	3	5.3	22	15.1	26	24.0
45 WATER SURVEY	1	0.1	0	0.0	11	7.0	12	7.1
48 FACULTY ORGANIZATIONS	14	30.9	16	26.9	6	57.2	36	115.0
49 GALESBURG	2	7.0	0	0.0	12	1.5	14	8.5
50 MEDICAL CENTER-ADMINSTRAT	5	0.9	0	0.0	40	6.2	45	7.1
51 MEDICAL CENTER-DENTISTRY	0	0.0	0	0.0	7	1.1	7	1.1

Table 10: University Archives Holdings By Record Group

Record Group	Office Records		Papers		Publications		Total Processed	
	record series	cubic feet	record series	cubic feet	record series	cubic feet	record series	cubic feet
52 MEDICAL CENTER-MEDICINE	5	9.9	4	4.9	30	7.5	39	22.3
53 MEDICAL CENTER-NURSING	0	0.0	0	0.0	4	0.4	4	0.4
54 MEDICAL CENTER-PHARMACY	0	0.0	0	0.0	12	1.6	12	1.6
56 MEDICAL CENTER-CRIPPLED CH	0	0.0	0	0.0	2	0.2	2	0.2
57 MEDICAL CENTER-RESEARCH AN	0	0.0	0	0.0	5	0.5	5	0.5
58 MEDICAL CENTER-TUBERCULOSI	0	0.0	0	0.0	1	0.1	1	0.1
59 MEDICAL CENTER-GRADUATE CO	0	0.0	0	0.0	2	0.9	2	0.9
60 CHICAGO, THE UNIVERSITY OF	1	0.3	0	0.0	37	10.4	38	10.7
62 CHICAGO-BUSINESS ADMINISTR	0	0.0	0	0.0	1	0.1	1	0.1
63 CHICAGO-EDUCATION	0	0.0	0	0.0	1	0.1	1	0.1
64 CHICAGO-ENGINEERING	0	0.0	0	0.0	1	0.1	1	0.1
65 CHICAGO-LIBERAL ARTS AND S	0	0.0	0	0.0	4	0.4	4	0.4
66 CHICAGO-HEALTH, PHYSICAL E	0	0.0	0	0.0	2	0.2	2	0.2
67 CHICAGO-GRADUATE COLLEGE	0	0.0	0	0.0	6	0.6	6	0.6
TOTAL	1461	10655.3	1165	5121.1	2419	1566.1	5045	17342.5

Table 11: American Library Association Archives Holdings By Record Group

Record Group	Office Records		Papers		Publications		Total Processed	
	record series	cubic feet	record series	cubic feet	record series	cubic feet	record series	cubic feet
00 INFORMATION ABOUT ALA	0	0.0	2	2.1	3	2.4	5	4.5
01 COUNCIL	4	15.7	0	0.0	1	0.1	5	15.8
02 EXECUTIVE BOARD & EXECUTIVE	44	161.9	22	49.8	6	2.5	72	214.2
03 ADMINISTRATIVE AND FISCAL S	14	17.7	0	0.0	2	0.7	16	18.4
05 CONFERENCE ARRANGEMENTS OF	21	25.3	0	0.0	6	20.7	27	46.0
06 INTELLECTUAL FREEDOM OFFICE	3	0.8	0	0.0	1	0.1	4	0.9
07 INTERNATIONAL RELATIONS OF	18	93.6	2	0.4	4	0.6	24	94.6
08 LIBRARY EDUCATION, OFFICE	4	6.9	1	0.6	0	0.0	5	7.5
09 LIBRARY PERSONNEL RESOURCE	6	7.2	0	0.0	5	1.8	11	9.0
10 LIBRARY OUTREACH SERVICES	5	18.3	0	0.0	5	1.6	10	19.9
11 MEMBERSHIP PROMOTION OFFICE	3	1.3	0	0.0	0	0.0	3	1.3
12 PUBLIC RELATIONS OFFICE	10	27.1	0	0.0	8	9.0	18	36.1
13 PUBLISHING SERVICES	17	65.0	1	0.3	38	42.7	56	108.0
14 OFFICE FOR RESEARCH	2	4.3	0	0.0	1	0.3	3	4.6
15 LIBRARY TECHNOLOGY PROGRAM	3	18.3	0	0.0	5	2.4	8	20.7
17 WASHINGTON OFFICE	7	55.4	0	0.0	3	1.7	10	57.1
18 HEADQUARTERS LIBRARY	11	41.3	0	0.0	2	0.4	13	41.7
20 AMERICAN ASSOCIATION OF SC	23	104.4	3	2.9	12	5.2	38	112.5
21 AMERICAN LIBRARY TRUSTEES	6	12.5	2	2.2	2	0.6	10	15.3
22 ASSOCIATION OF COLLEGE & R	57	196.8	2	0.7	48	23.3	107	220.8
23 ASSOCIATION OF SPECIALIZED	8	30.8	0	0.0	3	1.2	11	32.0
24 ASSOCIATION FOR LIBRARY SE	19	52.5	2	2.9	9	5.0	30	60.4
25 ASSOCIATION OF SPECIALIZED	5	13.8	1	1.0	5	1.2	11	16.0
26 LIBRARY AND INFORMATION TE	6	10.6	2	2.6	3	1.7	11	14.9
27 LIBRARY ADMINISTRATION AND	39	108.9	0	0.0	16	4.7	55	113.6
28 LIBRARY EDUCATION DIVISION	20	45.5	1	0.1	7	23.5	28	69.1
29 PUBLIC LIBRARY ASSOCIATION	33	35.6	0	0.0	26	6.0	59	41.6
30 REFERENCE & ADULT SERVICES	41	65.8	3	2.4	17	5.6	61	73.8
31 ASSOCIATION FOR LIBRARY CO	33	108.2	5	4.2	21	6.9	59	119.3

Table 11: American Library Association Archives Holdings By Record Group

Record Group	Office Records		Papers		Publications		Total Processed	
	record series	cubic feet	record series	cubic feet	record series	cubic feet	record series	cubic feet
32 YOUNG ADULTS LIBRARY SERVICE	3	21.3	1	3.0	5	1.4	9	25.7
40 LIBRARY HISTORY ROUND TABLE	2	1.7	0	0.0	4	0.9	6	2.6
43 GOVERNMENT DOCUMENTS ROUND	4	15.0	0	0.0	1	0.6	5	15.6
44 INTELLECTUAL FREEDOM ROUND	0	0.0	1	3.3	2	0.2	3	3.5
45 INTELLECTUAL RELATIONS ROUND	2	2.7	0	0.0	1	0.1	3	2.8
46 NEW MEMBERS ROUND TABLE (N	10	49.1	0	0.0	4	2.6	14	51.7
47 LIBRARY RESEARCH ROUND TABLE	2	0.7	0	0.0	0	0.0	2	0.7
48 LIBRARY SERVICES TO THE BLI	1	2.0	0	0.0	2	0.2	3	2.2
49 SOCIAL RESPONSIBILITIES ROUND	6	12.8	2	1.6	6	1.4	14	15.8
50 STAFF ORGANIZATIONS ROUND	1	0.3	0	0.0	1	0.1	2	0.4
51 RELIGIOUS BOOKS ROUND TABLE	0	0.0	0	0.0	1	0.1	1	0.1
52 LIBRARY PERIODICALS ROUND	2	0.2	0	0.0	1	0.1	3	0.3
53 MAP & GEOGRAPHY ROUND TABLE	4	8.2	0	0.0	5	1.1	9	9.3
54 CONTINUING LIBRARY EDUCATION	1	9.3	0	0.0	1	0.1	2	9.4
55 LIBRARY INSTRUCTION ROUND	0	0.0	0	0.0	1	0.1	1	0.1
56 ETHNIC MATERIALS INFORMATION	0	0.0	0	0.0	2	0.4	2	0.4
59 LIBRARY EDUCATION COMMITTEE	3	0.3	0	0.0	1	0.1	4	0.4
60 ACCREDITATION COMMITTEE	5	68.2	0	0.0	2	0.2	7	68.4
61 AUDIOVISUAL COMMITTEE	2	3.9	0	0.0	1	0.1	3	4.0
62 AWARDS COMMITTEE	2	2.2	0	0.0	0	0.0	2	2.2
64 CONFERENCE PROGRAM COMMITTEE	1	1.3	0	0.0	0	0.0	1	1.3
65 CONSTITUTION & BYLAWS COMMITTEE	2	2.3	0	0.0	0	0.0	2	2.3
66 ETHNIC, COMMITTEE ON PROFE	1	0.1	0	0.0	0	0.0	1	0.1
67 PUBLISHING COMMITTEE	2	0.4	0	0.0	2	0.7	4	1.1
68 INSTRUCTION IN THE USE OF	1	0.3	0	0.0	0	0.0	1	0.3
69 INTELLECTUAL FREEDOM COMMITTEE	5	4.1	0	0.0	3	0.5	8	4.6
70 INTERNATIONAL RELATIONS CO	9	7.4	3	1.8	2	1.1	14	10.3

Table 11: American Library Association Archives Holdings By Record Group

Record Group	Office Records		Papers		Publications		Total Processed	
	record series	cubic feet	record series	cubic feet	record series	cubic feet	record series	cubic feet
71 LEGISLATION COMMITTEE	2	0.5	0	0.0	4	0.4	6	0.9
72 MEDIATION ARBITRATION & I	1	0.6	0	0.0	0	0.0	1	0.6
73 MEMBERSHIP COMMITTEE	1	0.1	0	0.0	3	0.3	4	0.4
74 NATIONAL LIBRARY WEEK COMMITTEE	3	3.0	0	0.0	2	1.3	5	4.3
75 COMMITTEE ON ORGANIZATION	1	3.0	0	0.0	0	0.0	1	3.0
77 PROGRAM EVALUATION & SUPPORT	3	2.3	0	0.0	0	0.0	3	2.3
78 REFERENCE & SUBSCRIPTION B	3	3.9	0	0.0	1	0.4	4	4.3
79 RESEARCH COMMITTEE	1	0.6	0	0.0	0	0.0	1	0.6
80 STANDARD COMMITTEE	1	1.0	0	0.0	0	0.0	1	1.0
81 STATUS OF WOMEN IN LIBRARI	3	0.7	2	1.3	1	0.1	6	2.1
85 AFFILIATED & ASSOCIATED OR	93	267.2	44	74.8	74	53.8	211	395.8
88 AMERICAN LIBRARY INSTITUTE	2	1.4	0	0.0	0	0.0	2	1.4
89 WAR SERVICES COMMITTEE	33	29.7	7	1.8	6	4.3	46	35.8
90 JOINT COMMITTEES	9	6.1	0	0.0	0	0.0	9	6.1
91 ADVISORY COMMITTEE	2	1.3	0	0.0	0	0.0	2	1.3
92 SPECIAL COMMITTEE	20	5.1	0	0.0	4	0.6	24	5.7
93 AD HOC COMMITTEES	10	9.0	0	0.0	1	0.1	11	9.1
97 PERSONNEL MEMBERS	1	0.1	25	83.1	0	0.0	26	83.2
99 PHOTOGRAPHS	5	4.0	0	0.0	1	3.4	6	7.4
TOTAL	727	1898.9	134	242.9	404	248.7	1265	2390.5

TABLE 12: Existing Record Series with Significant Additions between 7/1/95 and 6/30/00

Series No.	Volume	Title
00/01/021	2.0	Publications Based on Archives Research
01/01/001	39.0	Trustees Correspondence
01/01/006	38.1	Secretary's File
01/01/801	15.0	Trustees Agenda Items
01/03/007	.2	University of Illinois Revenue Bonds
01/20/008	.6	Irving Dilliard Papers
02/00/802	5.0	Commencement Program File
02/04/001	6.6	General Correspondence
02/04/020	4.5	Draper Scrapbooks and Letterbooks
02/05/015	344.6	Staff Appointments File
02/06/020	6.9	David Kinley Papers
02/11/020	20.5	Lloyd Morey Papers
02/12/020	33.1	David D Henry Papers
04/02/001	21.0	Senate Minutes Agendas & Communications
04/02/014	4.6	Comm on Educational Policy File
04/02/017	.6	Library Committee Minutes
04/07/004	3.3	Senate Committee Files
05/01/003	85.0	V-President Academic Affairs Subject File
06/01/801	3.0	Comptroller's Financial Reports
06/02/007	.2	Contract Register
06/03/801	.3	Audit Reports
06/04/011	5.6	Non-academic Payroll
07/01/813	10.3	Journal of English & Germanic Philology
07/12/005	73.6	Campus Research Board Files
07/12/008	9.0	Patent Files
07/13/810	15.0	Technical Reports
08/01/018	1.6	Faculty Portraits
08/02/015	50.3	Project Files
08/02/016	2.0	North Central Region Research Project File
08/02/801	5.4	Bulletins
08/02/813	2.2	Soil Reports
08/03/088	2.3	Nat Assoc of Farm Broadcasters Publication
08/03/089	4.3	Official NAFB Historian's Records
08/03/090	4.6	NAFB Subject File
08/03/092	2.3	NAFB Audio and Video Recordings
08/03/093	.3	NAFB Farm Broadcaster Papers
08/03/831	.2	Rural Youth Service & Safety Programs
08/04/026	2.4	Earl R Swanson Papers
08/04/065	1.0	Russell G Scheeler Farm Records
08/04/079	2.1	Ralph & Loren Haas Farm Records
08/04/081	.5	George Masters Farm Records
08/04/082	2.1	Harold H Armstrong Farm Records

TABLE 12: Continued**Series No. Volume Title**

08/04/837	.6	Futures and Stock Options
08/05/011	11.5	Resource Files
08/05/012	6.0	Historical Files
08/05/026	.1	Walter Lembke Papers
08/06/812	.1	Agronomy Alumni News
08/07/030	.3	Stanley W Terrill Papers
08/08/812	.2	Department Histories
08/08/815	1.3	Dairy Short Course & Conf Proceedings
08/11/804	.1	Human & Comm Dev Transition Team Rpt
08/11/805	.2	Alumni Letter
08/11/815	1.0	Nutrition Education Program Materials
08/12/020	2.3	Joseph C Blair Papers
08/13/026	.1	Donald W Chamberlain Papers
08/13/027	.1	Richard E Ford Papers
08/13/815	2.6	Spray & Pesticide Clinic Publications
08/14/801	.6	Vocational Agric Service Special Publications
08/14/804	2.3	Teaching & Instructional Unit Materials
08/15/001	.3	Subject File
08/15/801	.6	Newsletter & Announcements
08/15/820	1.0	Ag Alumni News
08/15/831	.3	Agriculture Alumni Issuances
09/01/817	17.6	Faculty Working Papers
09/05/033	9.3	Dwight P Flanders Papers
09/05/804	.1	Handbook for Graduate Students
09/11/804	2.5	Quarterly Review of Economics & Business
09/11/822	.3	Illinois Economic Update
10/03/053	2.4	National Asn State Univ Proceedings
10/03/056	3.6	NASULGC Division of Urban Affairs File
10/03/057	22.0	NASULGC Subject File
10/03/061	.6	NASULGC Council on Research Policy & Grad Education
10/03/062	5.0	Office for Advance of Pub Black Colleges
10/03/063	12.0	NASULGC Office of Fed Relations Subj File
10/09/050	3.3	Miss Valley Indus Teacher Educ Conf Papers
10/09/051	12.3	Nat Assoc of Indus & Tech Tchr Educ Archives
10/09/823	.3	Univ Council for Vocational Education
10/12/808	.1	University High School Student Publication
11/01/001	4.6	Subject File
11/01/821	.1	Undergraduate Student Handbooks
11/01/828	.2	Alumni Register
11/01/834	.3	Advisory Board Pubs
11/02/805	2.0	Summary of Engineering Research
11/03/805	4.0	Technical Reports

TABLE 12: Continued**Series No. Volume Title**

11/05/832	3.0	Ill Coop Highway & Transport Series
11/06/028	.1	Nick Holonyak Jr Papers
11/06/029	9.0	H Gene Slottow Papers
11/06/834	3.0	Biological Computer Lab Publications
11/08/025	.3	Leo C Pigage Papers
11/08/301	.3	ASQ Organizational Mgmt & Policy Manuals
11/08/303	.3	ASQ Conferences & Exhibits Records
11/08/304	11.0	ASQ Division Records
11/08/305	.3	ASQ Professional Development Records
11/08/306	.6	ASQ Publication Services Records
11/08/310	.3	Quality Engineering
11/08/314	3.6	ASQ Quality Progress
11/08/352	.2	ASQ Koality Kid Alliance
11/08/357	2.0	ASQ Regional Directors Records
11/08/359	9.0	ASQ Section Records
11/08/374	3.0	Milwaukee Section Records
11/08/376	.6	Akron-Canton Section Records
11/08/383	1.6	Chicago Section Records
11/08/384	1.0	ASQ Philadelphia Section Records
11/08/385	.3	Boston Section Records
11/08/386	.3	Cleveland Section Records
11/08/387	.3	Denver Section Records
11/08/388	1.0	ASQ Quinsippi Section Records
11/08/389	.5	Carolina High Country Section Records
11/08/390	.3	ASQ Blue Water Section Records
11/08/391	.3	ASQ Binghamton Section Records
11/08/392	1.6	ASQ Portland Section Records
11/08/393	.3	ASQ Santa Clara Valley Section Records
11/08/394	1.0	ASQ Southern Connecticut Section Records
11/08/395	.3	ASQ Lower Rio Grande Section Records
11/08/815	.3	Alumni Newsletters
11/10/020	41.0	John Bardeen Papers
11/10/025	2.3	Albert Wattenberg Papers
11/11/810	6.3	Research Reports
11/13/810	6.0	Technical Reports
11/14/001	.1	Bioengineering Departmental Publications
12/01/020	16.0	Allen S Weller Papers
12/01/805	1.0	Festival of Contemporary Arts Catalogs
12/01/807	.1	Course & Program Announcements
12/08/018	7.0	Allerton Park Files
12/12/804	9.6	Krannert Announcements & Programs
12/12/807	.1	Annual Reports

TABLE 12: Continued**Series No. Volume Title**

13/01/815	.6	Alumni Newsletters
13/02/020	21.4	Charles H Sandage Papers
13/02/201	5.2	Advertising Council Minutes
13/02/203	.6	Ad Council Special Publications
13/02/204	.3	Ad Council Campaign Listings
13/02/205	.6	Administrative Subject File
13/02/207	43.7	Historical File
13/02/208	.2	Ad Council Committee File
13/02/210	1.6	Public Service Advertising Bulletin
13/02/211	.6	Business Press Campaign Materials
13/02/212	1.0	Newspaper Coop Plan Issuances
13/02/213	6.6	Radio Public Service Announcements
13/02/215	1.6	Magazine Campaign Issuances
13/02/217	8.3	Transit & Bus Shelter Ads & Bulletins
13/02/219	10.6	Campaign Files
13/02/223	.2	Theodore S Repplier Papers
13/02/224	.3	Campaign Promotional Mailings
13/02/225	3.6	Campaigns Review Committee Minutes
13/02/226	.2	Industry Advisory Committee Minutes
13/02/227	.2	Ad Council Press Releases
13/02/228	1.3	Press Clippings and Publicity File
13/02/229	1.3	Ad Council Finance Committee File
13/02/280	13.1	Advertising Council Campaign Videotapes
13/02/284	.5	Ad Council Photographs
13/02/305	14.6	Ad Council Wash Office File
13/02/310	2.8	Ad Council Washington Campaign Material
13/03/809	.6	the High School Journalist
13/05/020	32.0	Charles E Osgood Papers
13/06/002	1.5	WILL Scrapbooks
13/06/003	1.6	WILL Press Clippings/Press Releases
13/06/015	.4	WILL TV Production Videotapes
13/06/813	1.6	Patterns (Monthly Magazine)
13/06/816	2.2	Instructional Television Issuances
14/01/811	5.6	Illinois Law Review
14/01/814	.3	Elderlaw Journal
14/80/001	.2	AALS General Issuances & Announcements
14/80/007	.2	AALS Research Bulletin
14/80/011	4.3	Directory of Law Teachers
14/80/012	.6	Official Guide to US Law Schools
14/80/015	2.6	Proceedings
14/80/020	3.3	Deans' Memoranda
14/80/021	3.3	Faculty Appointments Register

TABLE 12: Continued**Series No. Volume Title**

14/80/025	.6	AALS Newsletters
14/80/030	.3	AALS Placement Bulletins
14/80/031	1.3	Memoranda & Preview of US Supreme Court Cases
14/80/032	.4	Clinical Law Review
14/80/105	23.1	Headquarters Subject File
14/80/110	10.1	Headquarters Office Committees File
14/80/310	16.3	Law Schools Inspection File
14/80/315	4.3	Law Schools General Correspondence File
14/80/601	.6	Annual Meeting Programs
14/80/643	2.0	Conference & Workshop Publications
14/80/645	.3	Faculty Recruitment Confer Issue & Announc
14/80/800	6.6	Affiliated Organizations File
14/80/805	3.3	American Bar Asn File
14/80/807	.6	ABA Legal Education Publications
14/80/812	.3	Joint Committee, Panel, and Task Force Pubs
14/81/010	2.0	Executive Committee Minutes
14/81/020	12.6	Executive Committee Memoranda
14/82/001	.3	Committee Publications File
14/82/050	4.0	Journal of Legal Education
14/82/055	1.0	Committee on Libraries File
14/83/395	.1	Foreign Exchange of Law Teachers & Stud Pubs
14/83/930	.1	Section-teaching Law Outside Law School Pubs
14/83/945	.3	Section on Teaching Methods Pubs
15/02/021	17.3	Julian H Steward Papers
15/02/031	.1	Clark E Cunningham Papers
15/04/023	14.3	Eugene I Rabinowitch Papers
15/05/813	2.0	Inorganic Seminar Abstracts
15/07/038	4.3	George Scouffas Papers
15/07/815	.3	Tempo & Illini Writers
15/07/861	.3	English as a Second Lang Research Pubs
15/11/015	.7	Summer Instit for College Teacher Tapes
15/11/020	28.0	Paleontological Society Records
15/11/024	17.3	Harold Wanless Papers
15/11/027	11.2	Ralph E Grim Papers
15/13/035	12.3	Norman A Graebner Papers
15/13/809	.3	History at Illinois
15/14/030	12.6	Mahlon M Day Papers
15/14/805	3.2	Illinois Journal of Mathematics
15/14/806	.3	Weekly Calendars
15/15/020	.2	Fred W Tanner Papers
15/18/022	61.3	Clarence A Berdahl Papers
15/18/029	15.6	Richard L Merritt Papers

TABLE 12: Continued**Series No. Volume Title**

15/18/033	51.7	David Linowes Papers
15/18/811	1.3	Policy Studies Journal
15/18/812	.6	Policy Studies Review
15/18/813	.6	Policy Studies Organ. Publications
15/21/022	1.4	Florian Znaniecki Papers
15/24/020	4.4	Victor E Shelford Papers
15/24/815	2.0	Contributions from Zoology Laboratory
15/25/815	1.6	Studies in Linguistic Sciences
15/47/810	.3	Comparative Literature Studies
16/01/020	.6	Seward C Staley Papers
16/03/021	5.5	Thomas K Cureton Jr Papers
16/04/022	5.6	Laura J Huelster Papers
18/01/006	4.6	Academic Staff Files
18/01/811	3.6	Library Trends
18/01/814	1.6	Occasional Papers
18/01/817	1.1	Clinic on Lib Applics of Data Processing
18/02/001	3.0	Subject File
18/02/015	44.0	Library Research Center Project File
18/02/805	2.3	Research Reports
20/01/812	.1	Institute of Aviation Annual Reports
20/04/801	1.0	Aviation Research Laboratory Publications
21/01/817	.6	Working Papers
22/01/820	.1	Current Research Activities
24/01/001	172.6	Chancellor's Subject File
24/01/010	5.0	Long-range Planning File
24/01/804	1.3	Campus Administrative Manual
24/03/802	.3	Announcements
24/03/810	.3	Campus Honors Programs Newsletters
24/05/010	22.6	Space Inventories & Summaries
24/09/001	1.6	Nonacademic Office Subject File
24/11/801	.6	ACDIS Announcements & Weekly Calendars
24/12/811	.6	Office Supply Stores Catalogs
25/03/040	9.0	Record of Examinations Cards
25/03/804	4.2	Time Tables
26/01/005	9.0	Subject File
26/04/001	311.0	Alumni Morgue & Alumni File
26/04/006	.3	Chief Illiniwek Clippings File
26/20/030	350.9	Stewart S Howe Collection
26/20/037	139.3	Avery Brundage Collection
26/20/042	78.7	George P Stauduhar Papers
26/20/058	5.5	Andrew Barr Jr. Papers
26/20/075	47.0	John L Strohm Papers

TABLE 12: Continued**Series No. Volume Title**

26/20/099	.7	John McCarty Papers
26/20/176	3.0	Haynes Dugan Papers
26/40/110	.7	Class of 1928 Records
26/40/115	.1	1988 Class Reunion of 1933
26/40/116	.1	1921 Class Reunions of 1946, 1961, 1971
26/40/802	.1	Memories of Galesburg
27/01/005	.1	Military Department History
27/03/021	1.3	Homer D Wilkes Papers
28/01/002	.2	Conf Athletic Directors Minutes
28/03/015	40.9	Football Game Films & Videotapes
28/03/016	10.9	Football Highlights & Recruiting Tapes
28/03/017	57.6	Basketball Game Videotapes & Films
28/03/018	1.4	Basketball Highlights Films & Videotapes
28/03/019	2.0	Baseball Games & Highlights Videotapes
28/03/050	3.4	Women's Basketball Films & Videotapes
28/03/051	1.4	Women's Basketball Highlights Videotapes
28/03/052	1.4	Volleyball Games Videotapes
28/03/053	1.6	Volleyball Highlights & Recruiting Tapes
28/05/811	8.0	Football Programs
28/05/816	6.0	Promotional, News, & Events Videotapes
31/04/801	.1	CIES Annual Reports
31/04/802	.1	CIES Reports
31/07/815	.6	Visual Arts Research
31/13/020	.3	Robert Allerton Family Collection
33/01/020	.4	J Howard Beard Papers
35/01/014	1.0	Committee Files
35/01/017	1.6	Research & Publication Committee Files
35/01/028	1.2	Carl Deal Papers
35/01/812	2.6	Library Office Notes
35/01/813	.3	Faculty & Executive Committee Minutes
35/01/816	.6	Library Committees Publications File
35/01/824	.7	Library Friends Publications
35/01/827	.2	Mortenson Center Publications
35/02/002	8.0	Technical Services Subject File
35/02/015	.3	Binding Book
35/02/019	2.0	Binding Division Subject File
35/02/023	.4	Josie B Houchens Papers
35/03/001	39.3	Public Services Subject File
35/03/005	2.9	Statistical Reports
35/03/034	.6	Margaret Chaplan Papers
35/03/053	6.1	University Posters
35/03/062	7.0	Health Sciences Librarians of Ill Records

TABLE 12: Continued**Series No. Volume Title**

35/03/630	9.6	Council of Planning Librarians Subject File
35/03/632	15.8	Planning Librarians Bibliographies
35/03/809	.2	Manuals
35/03/815	.6	Archives & Spec Collections Div Annual Rep
35/03/831	.2	Public Services Committees Minutes
37/02/010	4.0	Library Blueprints
37/02/011	4.3	Blueprints
37/08/006	1.2	Star Course Scrapbooks
39/01/010	23.0	Press Releases
39/01/011	16.3	Faculty & Staff Press Release File
39/01/015	8.9	University Videotapes
39/01/830	3.6	Inside Illinois
41/01/006	97.0	Subject File
41/01/021	7.0	Stanley R Levy Papers
41/01/040	23.2	Nat Assoc of Student Personnel Admin Records
41/02/024	5.6	Adlon Jorgensen Papers
41/02/030	16.3	Dean's Subject File
41/02/032	8.0	Conference on Conduct Governance File
41/02/043	1.0	Emergency & Personal Incident Files
41/03/006	139.0	Women's Student Records
41/03/009	2.6	Women's Resources & Services Ref File
41/03/010	9.3	Women's Resources & Services Subject File
41/07/001	8.3	Subject File
41/08/836	.2	The Issue
41/20/021	6.0	Allen Family Papers
41/63/003	5.0	Alpha Lambda Delta Archives
41/63/040	2.6	Mortar Board Records
41/63/547	.6	Order of the Coif Publications
41/63/548	6.6	Order of the Coif Administrative File
41/63/549	7.3	Coif Applicant & Membership Files
41/67/829	.6	Agrineer & ASAE Branch Publications
41/69/008	2.3	Episcopal Church Foundation Records
41/69/028	.1	Newman Foundation Publications
41/69/331	24.8	YWCA Subject File
41/70/114	.2	Sherman Hall Social Team Records
41/71/076	2.2	Sigma Phi Delta Records
41/71/080	1.1	Tau Delta Tau Records
41/71/591	.8	Theta Nu Epsilon Records
41/71/834	.4	Delta Tau Delta-Beta Upsilon Booster
41/71/837	.3	Farm House Fraternity Publications
41/71/893	.4	Theta Xi-The ABC News
41/71/897	.1	Javelin

TABLE 12: Continued

Series No. Volume Title

41/72/008	.2	Alpha Kappa Alpha Records
41/72/011	.3	Alpha Xi Delta Records
41/72/037	.1	Phi Sigma Sigma Records
41/72/038	1.2	Pi Beta Phi Records
41/82/801	.6	Directories
41/82/811	1.0	Reports
41/92/015	14.3	ATO Membership Cards
41/92/017	36.0	ATO Membership Registers
41/92/801	15.9	ATO Palm
41/92/802	3.3	ATO Manuals
41/92/803	2.5	ATO Directories
41/92/810	6.5	ATO Palm Bound Set
41/94/001	7.3	ATO Congress Proceedings
43/06/805	.6	Natural History Survey Reports
44/03/815	3.0	Oil & Gas Drilling in Illinois
44/04/300	3.6	GSA Coal Division Archives
48/01/017	4.0	Secretariat Records
48/04/003	4.9	Univ Women's & Tuesday Tea Club Records
50/01/806	.3	Catalogs
52/05/020	.2	Daniel K Bloomfield College History

TABLE 13: New Record Series Processed between 7/1/95 and 6/30/00**Series No. Volume Title**

00/01/022	.3	Univ of Illinois Past & Present Slides
00/01/812	.1	Board of Trustees Clippings File
00/01/829	1.0	Big Ten Records Book
01/01/015	.3	Trustees Proceedings Masters File
02/09/023	.1	W Abbott Aeronautics Inspection Trip Diary
02/14/805	.2	Midwest Governors' Conference Papers
05/01/815	3.0	Comm on Institutional Cooperation Publics
06/01/070	.8	Asn Univ & Col Business Officers Pubs
07/04/020	6.0	Daniel Alpert Papers
07/05/802	.3	NCSA Videotapes
07/12/009	8.3	Intellectual Property Chronological File
07/13/004	.6	PLATO Advisory Committee File
07/13/005	3.0	Admin Subject File
07/13/006	17.0	Director's Subject File
07/13/008	16.0	Business Manager's Subject File
07/13/010	5.0	PLATO Notes Files
07/13/012	3.0	Trans-Tutor Software Printouts
07/13/013	5.0	PLATO System Software Printouts
07/13/014	2.0	PLATO Lesson Authority Files
07/13/015	2.0	Cluster, Microtutor, & Novanet Files
07/13/021	.5	Dominic Skaperdas Papers
07/13/022	1.0	Brian Voth Papers
07/13/815	1.0	PLATO Technical Instructions
07/16/001	9.0	Administrative Correspondence File
07/21/002	2.0	Business Manager's Subject File
08/01/060	5.5	National Association of Colleges & Teachers of Agriculture (NACTA)
08/01/061	1.3	NACTA Publications
08/02/001	89.0	Subject File
08/02/008	5.0	USDA Financial and Performance Reports
08/02/018	3.3	Soil Record Logbook
08/02/021	6.3	Benjamin A Jones Papers
08/02/022	14.0	Donald Holt Papers
08/03/029	1.8	Haldane Bean Papers
08/04/036	5.3	Folke Dovring Papers
08/04/037	.1	Harold G Halcrow Papers
08/04/038	2.0	Lowell D Hill Papers
08/04/050	17.3	Farm Foundation Archives
08/04/051	3.0	ISPFMRA Archives
08/04/083	.4	Russell Fenwick Farm Records
08/10/815	.3	Illini Foresters, Xi Sigma Pi Materials
09/02/023	2.0	A C Littleton Papers
09/05/028	1.6	Janet Weston Papers

TABLE: 13 Continued**Series No. Volume Title**

09/05/036	.3	Hans Brems Papers
09/05/037	.3	Peter Schran Papers
09/11/020	1.6	V Lewis Bassie Papers
10/01/024	4.3	Nancy S Cole Papers
10/03/022	.1	F M Raubinger & H C Hand Manuscript
10/04/021	.3	Ray Simpson Papers
10/07/023	3.0	Orrin Gould Papers
10/12/022	7.6	Ella C Leppert Papers
11/01/007	3.0	Engineering Accreditation Subject Files
11/01/008	1.6	MITE & JETS Program & Reports File
11/01/009	.3	Surveys of Graduates
11/01/018	.3	Engineering Placement Office Files
11/01/020	1.1	William L Everitt Papers
11/04/012	1.3	Ceramist Photograph Files
11/04/013	.2	Ceramics Building and Equipment Negatives
11/04/021	.1	Clifton Bergeron Papers
11/04/803	2.3	Ceramic Engineering Annual Reports
11/06/100	2.0	Am Society for Cybernetics (ASC) Publications
11/10/040	17.6	Hans Frauenfelder Papers
11/11/025	.1	Harold M Westergaard Papers
11/15/006	.1	Departmental Personnel Files
11/15/010	.2	Computer Science Photograph File
11/15/020	15.5	James E Robertson Papers
11/15/021	13.0	Wolfgang J Poppelbaum Papers
11/15/802	.2	Departmental Policy Manual
11/15/804	4.3	ILLIAC Bulletins, Guides & Manuals
11/15/807	28.0	Computer Science Research Reports
11/15/808	.3	The Breadboard/ Splinter
11/15/816	.1	Computer Science Alumni News
12/02/027	1.4	Walter L Creese Papers
12/02/031	2.0	Ingvar Schousboe Papers
12/02/032	3.6	Kathryn H Anthony Papers
12/03/024	.2	Billy Morrow Jackson Posters
12/04/021	.6	Florence B Robinson Papers
12/04/024	5.6	Natalie Alpert Papers
12/04/025	1.3	Walter M Keith Papers
12/05/006	.2	Tina Weedon Smith Biographical Papers
12/05/027	1.3	William B Hill Papers
12/05/028	.1	Paul Young Memory Album
12/05/029	.2	Blaine Edelfson Papers
12/05/030	.2	Robert H Swenson Papers

TABLE: 13 Continued**Series No. Volume Title**

12/07/020	5.0	Trygve A Rovelstad Papers
12/08/023	1.6	Urbana Group Fraternity Houses Records
12/08/024	.6	Soc for the Preservation of Greek Housing Records
12/11/005	.1	Theatre Production Lists
12/11/006	12.3	Theatrical Productions Photographs
12/11/007	13.0	Univ Theatre/III Repertory Slides
12/11/008	.3	Ticket Reports
12/11/010	.3	Faculty and Staff File
12/11/050	.1	Prompters Records
12/11/804	3.0	Theatre Programs
12/11/805	2.0	Theatrical Productions Posters
12/11/806	1.0	Chronological Theatre Programs
13/02/021	12.0	S Watson Dunn Papers
13/02/279	1.0	AAAA-Ad Council Campaigns File
13/06/001	12.4	WILL Subject File
13/06/016	2.3	WILL Development Marketing Data Reports
13/06/030	2.0	WILL Educational Resource Center Files
13/06/803	.3	Broadcasting Staff Memoranda
13/06/804	.3	Special Program Announcements
14/01/050	3.0	Amer Society for Legal History Archives
14/80/640	32.6	Annual Mtgs, Confer & Workshops Audiotapes
14/80/642	4.7	Conferences & Workshops Videotapes
14/84/006	.1	F D G Ribble Papers
14/84/008	.2	Eugene F Scholes Papers
14/84/300	.2	Roger F Jacobs Papers
14/84/301	.1	Jefferson B Fordham Papers
15/01/023	5.0	Francis J Koenig Papers
15/01/031	3.3	Asst & Assoc Deans Committee File
15/01/037	2.0	3-year Baccalaureate Study Program File
15/05/029	2.6	Herbert E Carter Papers
15/05/040	73.5	Irwin C Gunsulas Papers
15/05/041	3.0	Timothy A Nieman Papers
15/07/046	12.3	Carol Kyle Papers
15/07/047	.3	Paul Landis Papers
15/09/023	11.1	Philip Kolb Papers
15/10/022	4.0	Bruce Hannon Papers
15/11/012	.1	Geology Gradebooks
15/13/037	6.3	Robert W Johannsen Papers
15/13/044	.6	Ralph T Fisher Papers
15/13/047	9.3	James Leonard Bates Papers
15/14/014	.1	Boneyard Book of Mathematical Problems
15/14/031	8.3	Lee A Rubel Papers

TABLE: 13 Continued**Series No. Volume Title**

15/14/032	.5	Frances M Day Papers
15/18/808	.1	Charles S Hyneman Conference Proceedings
15/19/006	.2	Susan Stout Memorial Library File
15/19/028	8.0	Douglas Bernstein Papers
15/21/025	22.0	Harvey Choldin Papers
15/22/020	2.3	Alberto Porqueras- Mayo Papers
15/24/002	.6	Zoology Subject File
15/24/006	.6	Zoology Dept Grad Asst & Faculty Staff File
15/24/029	.1	Richard Roksabro Kudo Papers
15/34/050	25.9	Reginald and Gladys Laubin Papers
15/35/015	5.0	AAASS and Slavic Review Files
15/35/058	.1	Kazys K Simas Lithuania Cemetery Photos
15/35/059	.5	Watson F Lewis Papers
16/05/022	6.0	Allen V H Sapora Papers
18/01/032	1.3	Kathryn L Henderson Papers
19/01/021	18.0	Edmund Mech Papers
22/01/016	12.3	Chicago Labor Educ Program File
22/02/026	1.3	Stanley Rosen Papers
24/01/057	.1	Altgeld Chimes 75th Anniversary File
24/05/009	1.2	Prairie State Games Planning Files
24/05/016	5.0	Construction Project Management Photos
24/05/017	1.3	Historic Building Surveys File
24/05/815	.1	Historic Preservation Report
24/10/015	3.3	Lib Computer System Documents & Reports
24/11/802	.6	ACDIS Bulletins
24/11/803	.1	ACDIS News
24/11/804	.3	ACDIS Occasional Papers
25/01/050	3.0	Il Asn of Collegiate Registrars/Admiss Officers Archives
25/03/017	308.0	Student Ledger Cards
26/01/009	.3	Alumni Tours File
26/01/012	1.0	Student Alumni Assn & Stud Ambassadors File
26/02/005	2.0	Subject File
26/20/100	.2	Louis F and John A Latzer Papers
26/20/101	.3	Hazel I Horton Papers
26/20/102	.1	Richard Butkus Papers
26/20/103	.1	Herbert R Hearsey Papers
26/20/104	.5	Alice Lauretta Madden Harter Papers
26/20/105	.1	Ruth M Bailey Papers
26/20/106	.2	Frances E Wine Papers
26/20/107	2.0	Richard E Kent Papers
26/20/108	.3	Richard M Jones Papers
26/20/109	.5	Lillian Skeele Papers

TABLE: 13 Continued**Series No. Volume Title**

26/20/110	.1	Beatrice Horneman Papers
26/20/111	.1	Wilber "Bill" H Tammeus Oral History
26/20/112	.1	Maggie L Stewart Papers
26/20/113	.1	Jo Miller Means Papers
26/20/114	.2	William W Kehoe Papers
26/20/115	1.6	Nellie Stuart Papers
26/20/116	.2	Lawrence S King Papers
26/20/120	48.3	James B Reston Papers
26/20/330	2.6	Stewart S Howe Foundation Records
27/01/009	1.0	ASTP Student Papers
28/01/011	.2	1937 Baseball Team Scrapbook
28/01/805	1.0	Intercollegiate Conference Publications
32/01/818	2.0	Audio-visual Presentations
35/01/019	9.0	Special Collections Acquisitions File
35/01/029	.1	Robert Wedgeworth Papers
35/01/041	1.0	Dev Office Photos & A-V Materials
35/01/043	.3	Development & Public Affairs Subject File
35/01/073	.3	Library Evaluation Studies and Surveys
35/01/086	3.8	Development Office Editor's File
35/02/004	2.6	Acquisitions Department Correspondence
35/02/006	3.6	Automated Services Subject File
35/02/026	.3	Arnold S Wajenberg Papers
35/02/037	.3	Book Sale and Book Auction Records
35/02/038	4.6	Spec Collections & Collection Dev Sub File
35/02/041	3.0	Humanities Preservation Project Files
35/02/054	1.0	Russian Presidential Election Posters
35/02/811	1.6	Library Automation System Publications
35/03/007	1.5	Library Scrapbooks
35/03/013	1.0	Mathematics Library Subject File
35/03/125	.3	UI Early History Collection
37/02/031	.2	Memorial Stadium Renovation File
37/03/809	2.2	Oversize Building Floor Plans
39/01/007	.5	Notable Visitors Events Materials
41/01/073	1.0	Volunteer and Community Service Programs
41/02/040	2.0	Registered Organization Director's File
41/02/048	14.0	Greek Affairs Subject File
41/02/054	1.0	Student Protest Subject File
41/02/075	8.6	Fraternity & Sorority Correspondence
41/08/816	1.0	Illio Masters File
41/20/093	.3	Thomas E Kirkpatrick Scrapbook
41/20/094	.2	Edith A Emerson Lemarr Scrapbook
41/20/095	.3	Harry R Pendarvis Scrapbook

TABLE: 13 Continued**Series No. Volume Title**

41/20/096	.3	Robert C Wagner Jr Papers
41/20/097	.3	Harry Barber Papers
41/20/098	.4	Paul R Berryman Scrapbook
41/20/099	.3	Harry J Fienhold Scrapbook
41/20/100	.3	Harry C Swam Scrapbook
41/20/101	.3	Florence Lee Scrapbook
41/20/102	.6	Harold B Stewart Scrapbook
41/20/103	.6	Harry L Owen Scrapbook
41/20/104	1.0	Rosalie F Gehant Scrapbook
41/20/105	.1	Richard L Blatt Papers
41/20/106	1.0	Caroll W Evans Scrapbook
41/20/107	.1	Alice Latzer Papers
41/20/108	.1	Douglas S K Chien Papers
41/20/109	.1	Max A Berns Papers
41/20/110	.6	Arthur C Tosetti Papers
41/20/111	.1	Hazel Yates Photographs
41/20/112	.5	Orr M Allyn Family Papers
41/20/113	.1	Ida Mae Shotwell Dechman Papers
41/20/114	.1	Wilbur F Goodspeed Papers
41/20/115	1.0	Gladys Mae Brown Papers
41/20/116	.1	Steven F Jablonsky Papers
41/20/117	.2	James E Etherton Scrapbook
41/20/118	.5	Charles A Dekrafft Bunting Scrapbook
41/20/119	.4	Clarence W Fick Scrapbook
41/20/120	.1	Frances Best Watkins Papers
41/20/121	.4	Lloyd Harris Scrapbook
41/20/122	.4	Molly Jean Wilson Senniger Scrapbook
41/20/123	.1	Harriet Bell Merrill Papers
41/20/124	.1	Rosemarie N Stremlau Papers
41/20/125	1.4	M K Blanchard Papers
41/20/127	.1	Claude M Swanson Papers
41/20/128	.1	Allan Smith Curtis Photo Album
41/30/023	.1	Frank A Pitelka Notebook
41/30/024	1.0	Howard R Cramer Papers
41/30/025	.1	Benjamin Franklin Morey Papers
41/62/082	12.8	Panhellenic File
41/62/100	5.0	College Frat Editor's Assoc (CFEA) Files
41/63/070	.2	Scabbard and Blade Records
41/63/084	2.0	Tau Beta Pi Records
41/63/098	1.0	Atius-Sachem Records
41/63/503	16.2	Alpha Lambda Delta Archives
41/64/008	1.3	Association of Cosmopolitan Clubs Records

TABLE: 13 Continued**Series No. Volume Title**

41/64/033	.3	Russian Language Club Records
41/66/021	8.6	C-U Coalition Against Apartheid Records
41/66/700	.1	Chronology of Campus Protests
41/67/039	.1	Bacteriology Club Records
41/67/055	2.3	Delta Sigma Pi Records
41/67/059	3.0	Field and Furrow Club Records
41/67/161	.3	Theta Sigma Phi Records
41/67/175	.4	Keramos Records
41/67/503	4.2	Agricultural Communicators of Tomorrow Records
41/67/545	8.3	Sigma Alpha Iota Natl Subject File
41/67/546	11.0	SAI Chapter Files
41/67/803	.2	Illini Ceramist
41/67/845	4.5	Sigma Alpha Iota Publications
41/68/031	1.0	Film Society Records
41/68/154	.1	Intercollegiate Flying Club Records
41/70/005	1.0	Alpha House Records
41/70/146	.4	Welsh House Clippings and Photographs
41/71/008	1.3	Alpha Kappa Lambda Records
41/71/037	19.7	Farm House Fraternity Records
41/72/010	1.2	Alphi Phi Photographs and Scrapbooks
41/72/015	6.6	Chi Omega Records
41/72/029	4.0	Kappa Kappa Gamma Records
41/73/035	2.6	Volunteer Illini Projects Records
41/73/003	4.9	Alpha Phi Omega Records
41/73/803	.3	Alpha Phi Omega Publications
41/90/001	4.0	ATO Board of Directors Minutes
41/90/002	5.3	ATO Board of Dir/High Council Correspondence
41/90/003	1.6	ATO Board of Dir/High Council Subject File
41/90/010	2.3	ATO Board of Dir Membership Clause File
41/91/001	.6	ATO Foundation Board of Gov Minutes
41/91/002	.3	ATO Foundation Board of Gov Subj File
41/91/005	6.6	ATO Scholarships File
41/91/006	1.0	ATO Leadershape Institute Subject File
41/92/001	21.1	ATO National Headquarters Correspondence
41/92/002	3.6	ATO Administrative Form Letters
41/92/005	13.0	ATO Expansion Files
41/92/007	2.6	ATO NHQ Plant and Personnel
41/92/018	1.2	ATO Director of Communications Subject File
41/92/019	2.0	ATO Embossing Cuts and Engraving Dies
41/92/021	1.0	ATO Slides
41/92/022	5.3	ATO Films and Videotapes
41/92/023	2.2	ATO Sound Recordings

TABLE: 13 Continued**Series No. Volume Title**

41/92/024	.8	ATO Architectural Drawings
41/92/026	.3	ATO Clippings File
41/92/804	.6	ATO Palm Microfilm
41/92/805	2.2	ATO National Newsletters
41/92/806	.6	ATO Chap Newsletter Pub Srvc File
41/92/823	.7	ATO Songbooks and Sheet Music
41/93/001	.6	ATO Founders Biographical File
41/93/002	15.0	ATO National President's Correspondence
41/93/004	.6	ATO Worthy Grand Chaplain's Correspondence
41/93/005	1.0	ATO Worthy High Chancellor's Correspondence
41/93/007	3.0	ATO National Treasurer's Correspondence
41/93/008	22.0	ATO Province Chief Correspondence
41/93/009	1.6	ATO Alumni Director's Correspondence
41/93/010	1.3	ATO Educational Advisor's Correspondence
41/93/011	3.3	ATO Historian's Correspondence
41/93/012	.3	ATO Legal Advisor's Correspondence
41/93/013	.6	ATO Music Director's Correspondence
41/93/014	.3	ATO Public Relations Director's Corres
41/93/015	1.0	ATO Ritual Counselor's Correspondence
41/93/016	1.5	ATO Worthy Grand Keeper of the Annals Correspondence
41/93/017	.3	ATO National Secretary's Correspondence
41/93/020	.3	ATO Leadership Conference Director's Correspondence
41/93/031	1.0	ATO Edgewater Conference File
41/93/033	2.0	ATO Expulsions
41/94/002	21.4	ATO Congress Subject File
41/94/003	2.1	ATO Special Gatherings Subject File
41/94/004	.6	ATO National Officers Conference File
41/94/005	3.3	ATO Regional Leadership Conference File
41/94/006	2.0	ATO Chapter Officers Conference File
41/94/801	2.0	ATO Congress Published Proceedings
41/95/001	164.0	ATO Chapter Files
41/95/002	3.5	ATO Chapter Composites File
41/95/003	1.6	ATO Chapter Condition & Standing Reports
41/95/005	.5	ATO Chapter Charters
41/96/001	6.0	ATO Alumni Associations Correspondence
41/96/801	.9	ATO Alumni Publications
41/97/001	.5	Nathan Giffin Papers
41/97/002	.3	Robert J Simonds Papers
41/97/003	.5	Paul R Hickock Papers
41/97/004	.6	John J Joseph Papers
41/97/005	.8	Max Schall Erdman Papers
41/97/006	.6	Albert Allen Wilbur Papers

ANNUAL REPORT STATISTICS:

Unit: UNIVERSITY ARCHIVES

COLLECTIONS	Held Last Year	Gross Added	Transfer Out	With-drawn	Net Added	Held This Year
Cataloged Volumes	0	0	0	0	0	0
Uncataloged Pamphlets, Etc.	0	0	0	0	0	0
Uncataloged Materials	0	0	0	0	0	0
Microfilm Reels	0	0	0	0	0	0
Microfiche, Print, Cards	0	0	0	0	0	0
Computer Files	0	0	0	0	0	0
Cartographic Materials	0	0	0	0	0	0
Graphic Materials	0	0	0	0	0	0
Audio Materials	0	0	0	0	0	0
Film and Video Materials	0	0	0	0	0	0
Music Scores and Parts	0	0	0	0	0	0
Manuscripts in cubic feet	0	0	0	0	0	0
Archives, Printed in cubic feet	1,755	60	0	0	60	1,815
Archives, Official records in cubic feet	12,153	402	0	0	402	12,554
Archives, Personal papers in cubic feet	5,198	165	0	0	165	5,363
Serials-Total	0	0	0	0	0	0
a. Journals	0	0	0	0	0	0
b. Continuations	0	0	0	0	0	0

ANNUAL REPORT STATISTICS:

Unit: UNIVERSITY ARCHIVES

COLLECTIONS	Held Last Year	Gross Added	Transfer Out	With-drawn	Net Added	Held This Year
Cataloged Volumes	0	0	0	0	0	0
Uncataloged Pamphlets, Etc.	0	0	0	0	0	0
Uncataloged Materials	0	0	0	0	0	0
Microfilm Reels	0	0	0	0	0	0
Microfiche, Print, Cards	0	0	0	0	0	0
Computer Files	0	0	0	0	0	0
Cartographic Materials	0	0	0	0	0	0
Graphic Materials	0	0	0	0	0	0
Audio Materials	0	0	0	0	0	0
Film and Video Materials	0	0	0	0	0	0
Music Scores and Parts	0	0	0	0	0	0
Manuscripts in cubic feet	0	0	0	0	0	0
Archives, Printed in cubic feet	1,755	60	0	0	60	1,815
Archives, Official records in cubic feet	12,153	402	0	0	402	12,554
Archives, Personal papers in cubic feet	5,198	165	0	0	165	5,363
Serials-Total	0	0	0	0	0	0
a. Journals	0	0	0	0	0	0
b. Continuations	0	0	0	0	0	0

ANNUAL REPORT STATISTICS:**UNIT: UNIVERSITY ARCHIVES**

Direct Services	
Number of Formal Library presentations to groups	15
Number of participants in group or individualized instruction	375
Total circulation (initial and renewal)	
Total reserve circulation	
Reference transactions	
A. Fall	1945
B. Spring	2011
C. Summer	1109
Head count	
A. Fall	1003
B. Spring	1037
C. Summer	574
Number of hours open weekly	
A. Fall	45
B. Spring	45
C. Summer	37.5

Personnel (As of Aug. 21)	
Professional Staff, FTE	3
Graduate Assistants, FTE	2
Staff, FTE	1
Students, FTE	0.323

